

Outlook 2016 - Managing Messages and Contacts

The Outlook 2016 - Managing Messages and Contacts course covers topics included in the Microsoft Office Specialist (MOS) exam. You will learn how to create folders, signatures, Quick Parts, use AutoArchive and block Junk Mail. You will also create contacts and groups in the Address Book.

The estimated time to complete this course is 3 hours and 39 minutes.

Managing Messages

Using Signatures

- Creating Signatures
- Adding Business Cards
- Inserting Pictures and Hyperlinks
- Formatting Signatures
- Creating Personal Signatures
- Editing and Deleting Signatures
- Adding Signatures to Replies
- Viewing Signatures
- Turning Off Signatures
- Adding Signatures Manually

Save As and Cleanup Tools

- Saving Messages as Text Files
- Opening Text Files
- Saving Messages as HTML Files
- Saving Message Attachments
- Using Cleanup Tools
- Mailbox Cleanup
- View Mailbox Size
- AutoArchive
- Ignoring Conversations
- Recovering Conversations

Junk Mail, Sorting and Quick Parts

- Junk Mail
- Junk List Options
- Changing Protection Levels
- Blocked Senders List
- Allowing Junk Messages
- Sorting Messages
- Sorting by Conversation
- Creating Building Blocks
- Adding Quick Parts
- Attachment Reminder Options

Creating and Managing Folders


- Outlook Folders
- Displaying the Folder List
- Personal Folders
- Public Folders
- Creating New Folders
- Expanding and Collapsing Folders
- Renaming Folders
- Moving Items into Folders
- Search Folders
- Creating Search Folders
- Deleting Folders

If you require any further information please contact NYES:

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Managing Contacts and Groups

Adding Contacts

- Contacts List
- Adding Contacts
- Entering Contact Details
- Changing the File as Setting
- Entering E-mail Address
- Entering Website Details
- Entering Phone Numbers
- Entering Street Addresses
- Notes Area
- Adding Contact Pictures
- Entering Personal Details
- Entering Birthdays
- Viewing Annual Events

Creating Contact Groups

- Address Book
- Creating Contact Groups
- Adding Existing Contacts
- Adding New Contacts
- Viewing Members
- Creating Private Contact Groups
- Sending Mail to Contact Groups

Working with Contacts

- Contacts List
- Editing Contacts
- Assigning Categories
- Creating New Categories
- Deleting Contact Records
- Calling a Phone Number
- Forwarding Contact Details
- Adding Contacts from Messages
- Importing Contacts

Creating Address Books

- Default Address Books
- Creating New Address Books
- Moving Contacts
- Copying Contacts
- Selecting Address Books
- Removing Address Books

Working with Contact Groups


- Contact Groups
- Adding Notes
- Updating Members
- Deleting Contact Groups

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